

VISSISSIPPI WING

LIVIL AIR PATROL

MS Wing Scores an "Excellent" Rating

by Capt David Danehower and 1Lt Marie Haberstroh

Members from across the state of Mississippi gathered for a Search and Rescue, Disaster Relief and Counter narcotics Evaluation by a U. S. Air Force Inspection Team at Hawkins Field in Jackson.

This daylong event covered air, ground and mission support in a variety of simulated missions. Locating several downed aircraft and aerial photo reconnaissance of a simulated hurricane were also practiced.

Some of the mission personnel included communications, chaplains, administration, public affairs, flight line management, finance, and security.

Col John Wilkes, the Mississippi Wing Commander said, "the Mississippi Wing is ready and willing to handle any mission that the Air Force, federal government or the State of Mississippi has for us."

Lt Col Frank Billard, the Evaluation Team Chief and Director of Operations for the Air Force Southeast Liaison Region to the Civil Air Patrol, noted a very strong performance overall with no weak areas. He said, "the performance we saw



1Lt Keith Riddle and Maj Cindy Coombs coordinate Air Operations during the evaluation.

today typifies the performance level that we have come to expect from the Mississippi Wing."

Eighty-six wing members participated in the exercise. Seven aircraft from across the state were utilized.

Civil Air Patrol Mississippi Wing

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Special points of interest:

- What's the purpose of this newsletter and the importance of reading it
- Cadets Corner—What you need to know. . .
- SUI's and Continuity Books — "How To Guide"
- DDR—Whose responsibility is it?

The Glider Has Arrived in MS Details to follow





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Commanders Corner. . . What's The Purpose of this Newsletter? By Col John Wilkes

.Greetings to everyone! The newsletter is a reality. I think rons should probably publish it looks very nice and very professional, but that is not the best part. The best part is that, if everyone keeps up their end of the bargain, no one should be in the dark about anything with respect to what is going on within the Wing except because of their own failure to take the time to read whatever columns in which they are interested. It will be available to read 24/7. It doesn't have to conflict with anyone's busy schedule. If you can't sleep in the middle of the night, pull it up and read it until you get sleepy or whenever.

I expect the Wing Staff and the Commanders to read the whole newsletter every month. I think it is an important part of these jobs for the holders to stay current. So I will be watching to see who is keeping up with their reading and who isn't - not so much to ding anybody who is bagging it, but to make sure we have the right people in the key jobs. Some of the primary staff officers will have a responsibility to write a column every month and the other staff folks should write whenever word needs to be passed. This should be no burden to anyone. You are aware of what is going on in your department. You just read over your last complishment of everyone in this column and then write an update. Once you get into it, it should be a 15 to 20 minute job each

month. I would like a lot of input from the squadrons. Cadets squad- wait at least until I get a delivery something almost every month, but all should report when anything significant has happened. I want this newsletter to serve as an archive, and be an aid to continuity training. The newsletter will be posted every month on the web site. I want all units to print and keep a hard copy binder of past issues, so that new members and new position appointees have a place to go for a quick history and update of matters that concern them. I would like all units to print hard copies for active members who do not have access to an online computer. These folks are getting rare, but they are just as valuable an asset as anybody else. One great thing is that everyone with access can make their own hard copy archive if they desire.

I think this newsletter will be much more effective for us than monthly staff meetings and it will free that weekend every month for other business both CAP and personal.

On another subject, I hope everyone has heard that our Wing was selected to receive a brand new Cessna 182. We have to give up one of our older airplanes because of the fleet cap. We were selected mainly because of our safety record, so it is truly an ac-Wing. Great job folks. I sure am proud to be called your leader! I will take my time deciding where

the new plane will be based or date. If anyone would like to make a serious recommendation, I would be glad to consider it, as long as you promise not be hurt if I do something different.

On the Evaluation, I was upset that we did not receive the Outstanding rating to which we have become accustomed. I was upset particularly because, after all the hard training we accomplished this year, I finally feel that we are ready handle anything that the Air Force and/or the Office of Homeland Security can throw at us. We can produce qualified crews and incident command teams anywhere in the state in quick time, which we could never do before. Because of this, it was hard for me to accept a lower rating. But I think the reality is that the ratings have become inflated in the past, and there is an effort to bring them back down. No other SER wing has received an outstanding this year. In spite of this, we came very close to receiving an outstanding anyway. The excellent subtopic ratings just barely exceeded the outstanding ratings, which is presumably why LTC Billard declared it to be a "strong excellent."

I hope to see you all at the Staff Meeting/Command Call/ Christmas Party next month. Until then, may you all have smooth air and a strong tailwind. CC

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Cadet's Corner

By 1Lt Marty Lynn, DCR

Attention: Change in Date for Wing Color Guard Competition

The Wing Color Guard Competition will be rescheduled for February 6,7, and 8, 2004 due to military requirements. However, with the change in date, we will have food service support, billeting support as well as full base support for our activities without having to work around a visiting unit.

Teams should plan on traveling to Gulfport on Friday, competing on Saturday, and traveling home on Sunday. The AE competition may occur on Sunday, depending upon the number of teams that compete. In order to finalize the schedule of events, Col. Comstock and Col. Hauck as well as the AF Reservists will need to know how many cadets to expect as soon as possible. The winning team will represent MS at the SER Competition. ROE 5.1 will be utilized for the wing events.

2004 Wing Conference

The 2004 Wing Conference will be held on April 1,2,and 3, 2004 at Columbus AFB, Columbus, MS. Cadets will be billeted at the SAC Alert facility at no cost to the cadet! This year promises to be one of the best opportunities for networking and training. Cadet seminars will be held for cadets by cadet officers from all around the Wing. A cadet social event is also being planned. Any ideas or suggestions for these events should be coordinated through each squadron's CAC delegates and alternates. Mark your calendars!

Civil Air Patrol— Drug Free and Proud!

2004 Summer Encampment

The 2004 Summer encampment will be held from 5 June through 12 June 2004 at Columbus AFB, Columbus, MS. Cadets must attend at least one Type A encampment to fulfill the requirements for the Billy Mitchell Award and advance to Cadet 2nd Lt (Cadet Officer status --Phase III of the Cadet program.) Cadet staff is selected from prior encampment attendees and based on CAP rank, grade, and gualifications listed on the applications. Cadet staff will be responsible for training and leading the basic cadet activities at the encampment. Senior staff is also needed. There will be one "new" staff position for cadets: Communication officer details will be available at a later date.

National (HQ) News

The National Cadet Special Activities (NCSA) web site is now available on the HQ website. Visit http://level2.cap.gov/index.cfm? nodeID=5177 and follow the links from there.

Also, watch for this information in the November edition of the CAP News, which is mailed to every member. See http://www.cap.gov/ mediacenter/capnews/editions.html for details.

There's a **New Scholarship op- portunity** for CAP cadets at Texas
A&M University. For full details and
application instructions, click the
link below and then click "College
Scholarships" at the bottom of the
page:

http://level2.cap.gov/index.cfm? nodeID=5583



Civil Air Patrol Cadet Major Usman Uddin (left), of the Steve Launius Composite Squadron in Oxford and Cadet CMSgt Shawn Hayes, of the Pine Belt Composite Squadron in Hattiesburg are locating the area they will be covering during the recent search and rescue evaluation. Cadets and adults from across Mississippi converged on Mississippi Wing Headquarters of Civil Air Patrol in Jackson to participate in the exercise.

DDR Is Everyone's Responsibility!

By Capt Lynn Stuart

The Drug Demand Reduction Program is chartered with the responsibility to make CAP an environment that promotes and supports education, community involvement, social responsibility and respect for individuals.

For many squadrons, the DDR program is viewed only as a source of funding for various activities for those squadron? s located within a 30 mile radius of an Air Force Facility. **Everyone** - all CAP members (present and future) are eligible for this program including seniors, cadets, chaplains, operations types, AE types, etc.

There are several squadrons active in the DDR program, however for the Wing to be successful; the program requires commitment from all squadrons. What can be done to support the DDR Program?

 First and Foremost, report all DDR activities. The more we demonstrate commitment to the program, the more funding we can obtain from National. The DDR activi-



Mr. William Cooley, manager of Keesler DDR Program, presents Maj Richard Griffith, Ocean Springs-Keesler Sq DCC with his ribbon during "DDR Red Ribbon Campaign."

ties can be included on the monthly Cadet Activity report or emailed directly to Capt Lynn Stuart at sleds88@msn.com.

- Include a DDR program at least once a month at a squadron meeting. It could be a discussion or brief presentation by a cadet or a senior.
- Utilize community events to promote DDR. Every booth or display should contain a DDR message.
- Most squadrons have a Color Guard to present the Colors and

various events and schools. These usually have an announcement regarding Civil Air Patrol and the team members. Include in the write up or script for the announcer a brief DDR message. It could be as simple as Drug Free and Proud.

- Distribute DDR posters at schools, community centers, and churches. We have enough posters at Wing HQ for every cadet and senior member in the Wing.
- Assign DDR Officer and Cadet DDR Officer for each squadron and send their email address to Capt Lynn Stuart. This will ensure they have the latest DDR news and a copy of the new guidelines.

At the Wing Conference, there will be several DDR sessions for cadets, Squadron Commanders, and DDR Officers. We will cover the recent changes in the program, the most effective ways to support the program, as well as how to obtain funding for DDR and cadet activities.

Eagle Squadron of Tupelo

By 2Lt Jason Woodward

During the weekend of Sept. 20-21, the Tupelo Regional Airport held their second air fest. The line up of aerial entertainment was made up of a variety of aircraft including: WWII fighters, WWII bomber, a Coast Guard rescue helicopter, aerobatic aircraft, and an Air Force F-15 Eagle demonstration. There were also a number of static displays by the Army National Guard, Air Force, Navy, and a Wright Bros. Display plus many vendors. We also had our plane and equipment out along with our booth.

The show did not do as well as everybody had hoped. There was a moderate Saturday crowd and Sunday was drowned by a lot of rain. I did enjoy Saturday though, our squadron had several tasks during the show including: crowd control, marshalling aircraft, and reconnaissance. I believe we did well in representing ourselves to the public even though attendance was not that great.

Newly updated Eagle Sq website

www.mswg.cap.gov/mso99



Mitchell B-25 (medium class WWII bomber)

W ing Conference Apr 2-4, 2004 Columbus AFB MS Volume 1, Issue 1 Page 1

Inspector General— SUIs and Continuity Book FAQs

By Lt Col Tim Carroll

Subordinate Unit Inspections: The MSWG Subordinate Unit Inspection (SUI) Program proceeds apace. Since February 2003, we have completed 9 SUIs. Thanks to all who have participated, including the unit personnel and inspection team members, for all your hard work, and congratulations for a job well done. Oxford (MS050) will be done in November 2003. We plan to finish Meridian and Columbus before February 2004. To Unit Commanders and Staff awaiting inspection: PLEASE PREPARE! If you don't, you will receive a Marginal or Unsatisfactory evaluation, and you will be reinspected soon thereafter. It is embarrassing to all concerned to have to give you anything less than a Satisfactory rating.

Continuity books for each unit staff position are essential, and are the best way to prepare for these inspections. Accordingly, reprised herewith is my latest version of Continuity Book FAQs, originally presented at the 2003 MSWG Conference:

WHAT is it? -- A "continuity book" is a binder (typically 3-ring loose-leaf) documenting your (the director's) program. In a practical sense, it is what you wish your predecessor had given you when you took the job.

WHY have one? The purposes and benefits of a continuity book are:

- To ensure continuity of the program on change of personnel.
- To help the director learn his/ her job.
- To help the successor in the position learn his/her job more quickly.
- To facilitate managementand self-assessment of the program.
- To facilitate inspection by higher headquarters.

WHO needs one? The director of each program at each level (Squadron, Group and Wing); for example, AE, DDR, DCP, CC, ES.

WHEN do you need it? Yesterday, like everything else, but NLT the next unit inspection. In the case of Wing staff, at least one month before the next SAV, recently re-scheduled for early December, 2003. Squadron staff should have one to present at the next Subordinate Unit Inspection, coming soon to a squadron near you. If you don't have one, you'll be struggling to get a Satisfactory evaluation on inspection.

HOW do you make one/what goes in it? The continuity book should be in a 3-ring binder and contain the following materials, organized by tab dividers, not necessarily in this order:

- A Table of Contents, referencing tab dividers indexed by number or letter.
- Typed Questions and Answers to the inspection guide tab applicable to the directorate [CAP/USAF Subordinate Unit Inspection (SUI) Guide, in the case of squadron staff positions; the CAP/USAF Wing Compliance Inspection (CI) Guide, in the case of wing staff]. To facilitate the process of making up this document, the SUI Guide may be downloaded in DOC format from the MSWG web site, at http://mswg.cap.gov/downloads/ig/sub_unit_insp-guide.doc
- □ and the Wing CI Guide at http://mswg.cap.gov/downloads/ig/wg_insp_guide.doc
 - Documentation backing up your inspection guide answers should immediately follow the questions and answers and be tabbed with references corresponding to the question number.
- □ A copy of the CAPF 2a appointing you to the position.
- Copies of credentials showing your training, experience and other qualifications for this position. For example, a certificate of completion of the ECI course ap-

plicable to the position.

- A statement of your goals in your position, including those realized and those yet to be.
- Copies of awards, news articles and other materials depicting the successes, accomplishments, and effectiveness of your program. [The goal here is to "sell" your program to the inspector.]
- CAP regulations, pamphlets and other directives applicable to your position.
- CAP Forms, and Wing or local forms, regularly used in your position
- Regular or required reports and surveys you have submitted for your program. For example, the annual safety survey required of safety officers and commanders. If you haven't done them, do them now, including the ones you didn't do for the last year.
- Rosters, contacts, directories, addresses and phone numbers of other persons/positions you regularly interact with in carrying out your duties.
- □ Schedules, calendars, etc.
- □ Whatever else that sells your program or you think is desirable. Remember, this is YOUR book, so include anything that helps you do your job. For example, backup copies of CDs containing computer programs and files you regularly use or produce in your position.

The best binders to use are those that have a clear outer sleeve to enable you to slip in a printed cover or title page.

Please contact me for any questions, comments or assistance: Tillman C. (Tim) Carroll, LTC, CAP, E-mail: tillmanc@midsouth.rr.com, Tel. (901) 277-1702 Fax: (901) 452-8896.

Also, advice may be sought from CPT Cindy Coombs, who has put together a really good one.

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Communications Reminder:

I would like to remind unit commanders to please get on their staff technically competent communications personnel. There are many issues concerning communications equipment, video, and procedures coming up soon, and all units will need a good strong knowledgebase to make the most of the coming equipment and changes.

> Lt Col Bob Kilroy MS Wg Director of Comm

Information Systems By Lt. Kenneth M. Briggs, MSWG ISO

The IS Office currently has three projects underway. Trey Breckenridge and Roger Smith have completed a Wing version of an Aircraft Booking System and are presently in the process of uploading the Wing membership. The system should be operational to all within the next few weeks.

Jay Burrell has created a system using Microsoft Excel to greatly in-

crease the efficiency of paperwork during SAREX missions. Basically, all information is entered electronically and any needed hard copies are produced automatically. A few more field tests are required to make sure all bugs are worked out and then the system will be presented to everyone.

Finally, work is underway to create a system to track maintenance and maintenance costs of Wing air-

craft. Combined with the Aircraft Booking System the program should allow Wing Administration to know the current status and availability of all nine aircraft.

If anyone has any other projects they would like for IS to look into, please contact me at kbriggs@peoplepc.com.

Appointment of Unit L

Appointment of Unit Level Aerospace Education Officers (AEO)

By Lt Col Clarence Hauck

Squadron Commanders are reminded of the requirement in CAPR 280-2, para 3, to appoint unit Aerospace Education Officers (AEO) to carry out the duties and responsibilities of the AE Program at the local level. This same CAPR requires the Wing DAE to maintain a current roster of all Squadron AEOs. This requirement is a compliance inspection item. Accordingly, Squadron Commanders who have not appointed a unit AEO or

appropriately documented the appointment are requested to make an appointment and/or submit a copy of the appointment letter or CAPF 2a to Wing Headquarters, attention DAE, within 30 days of receipt of this letter.

The Specialty Track for Aerospace Education Officers is CAPP 215, which outlines the orientation and training of unit AEOs. Your unit AEO should be enrolled in this Specialty Track Training Program with the goal of achieving the 215 Technician (215 T), 215 Senior (215 S), or 215 Master (215 M) Rating.. Additionally, AEO training should be tracked using the "Commanders Evaluation and Rating Certification Checklist, (CAPP 215 Attachment 1) Any questions or comments about the appointment or training of the Squadron AEO should be directed to Lt. Col. Clarence O. Hauck, Wing DAE, telephone 228-896-7649, or fax 228-896 5371, or e-mail N5UDU@AOL.COM.